

NOTICE OF TORT CLAIM

BROKEN ARROW LIABILITY PROTECTION PLAN

IMPORTANT NOTICE: Submit your claim as soon as possible. To be valid, your claim must be submitted in writing to the City Clerk within one (1) year from the date of the loss. All losses must be submitted at one time, even if some are continuing. The claim will then be investigated. The City has ninety (90) days after you have filed a valid claim to investigate. Other limitations may apply to your claim. (Title 51 Oklahoma Statutes §§ 151-171.)

Claimant: _____

Date of Birth: _____ Social Security Number: ____-____-____

Address: _____ City: _____ State: ____ Zip: _____

Mailing Address (if different): _____ City: _____ State: ____ Zip: _____

Phone Number: - Home: (____) _____ Work: (____) _____ Other: (____) _____

Spouse's Name: _____ Social Security Number: ____-____-____

Custodial Parent/Guardian (for Juvenile Claimant): _____

Date of Birth: ____-____-____ Social Security Number: ____-____-____

Amount of Claim:

PERSONAL INJURY	PROPERTY DAMAGE	OTHER	TOTAL
\$	\$	\$	\$

Are the estimates, bills or documentation to support the amount of claim attached: ☐ Yes ☐ No

List all persons and/or property for which you are claiming injury/damage and describe the nature of injury/damage:

Date, time and address/location of incident:

Describe incident (Use back or second sheet if necessary):

Name of City employee or department involved:

Name, address and phone number of all witnesses or other persons involved:

Describe why do you feel the City of Broken Arrow is responsible for the damage or loss?

Are there any special circumstances that we need to know to evaluate this claim? ☐ Yes ☐ No

If yes, describe:

Is anyone else authorized to settle this claim? ☐ Yes ☐ No

If yes, give name, address and relationship:

**THE UNDERSIGNED SWEARS THE INFORMATION CONTAINED HEREIN IS TRUE
AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

CLAIMANT SIGNATURE DATE

SPOUSE SIGNATURE DATE

CUSTODIAL PARENT/GUARDIAN SIGNATURE DATE

NOTICE: The City does not waive or extend time limits. If you supplement a claim, it is only for you to provide more persuasive or detailed information. Deadlines will not be extended, nor treated as a separate claim.